

## MAKING THE MOST OF JOB INTERVIEWS

Congratulations. If you are going to a job interview, then you have already overcome a major hurdle of job-seekers...getting an interview. Here are some pointers to help you make the most of the interview and land that job you want.

- \*Before the interview find out everything you can about the company.
- \*Anticipate some of the questions that you might be asked and think how you might answer them. Have a practice interview with a parent, friend or teacher.
- \*Arrive on time, or even a few minutes early. Leave home a little earlier than usual to compensate for any “unexpected delays.”
- \*Dress neatly and appropriately for the job. Be sure your hair is clean and that you are well-groomed. Look in the mirror before you leave home.
- \*Introduce yourself in a courteous and friendly manner. Use a firm handshake.

The interviewer will evaluate whether you have the required skills and experience for the job, as well as whether you are personally suited for the job and organizational structure of the company. Keep in mind that there are no standard answers, but your replies should be clear, concise, and relevant. When answering questions, keep the following points in mind.

Listen carefully to the questions. If you do not understand a question, have it repeated. Pause and think about your answer before you respond.

Always offer truthful, positive information that directly addresses the question. Smile, nod, and use body language to give positive nonverbal feedback to the interviewer.

Be positive about yourself and your abilities throughout the interview.

Maintain eye contact with the interviewer.

Always be positive...never, never, never speak badly of a previous employer or co-worker.

Remember that the interview is a two-way conversation. You are there to convince the interviewer that you are the right person for the job, and also to determine whether the job and company are the right place for you. Ask appropriate questions to learn about the company and the job while making a positive impression on the interviewer.

After the interview, thank the interviewer for his or her consideration. Ask for their business card so that you can write them a “thank-you” note when you get home.

Also, be prepared to fill out the job application form if you have not already completed it. Be sure to have identification, know your social security number, names and addresses of references and previous employers, who to contact in case of emergency, and other information included on job application forms.